

The purpose of this data collection is to gather information required for Textbook Reimbursement by student.

## Audience

Public schools, accredited Nonpublic schools, Charter schools and Freeway schools should report data for students being educated in grades K-12.

## Instructions

The student data from the previous year have been advanced a year for use to provide a starting point for supporting documentation for the 2009-2010 school year (i.e. the grade level has been advanced 1 grade). When available, you can obtain this data file in the Application Center under Administration>Retrieve Student Data> Textbook Reimbursement Data. The data retrieved must be modified to remove or delete students no longer eligible for textbook reimbursement, modified to change the grade for students who were not promoted at the end of the 2008-2009 school year and to add new students eligible for textbook reimbursement. Upon completion of all student information, transfer the file in the Application Center under Data Transfer>Textbook Reimbursement. When all student data has been submitted, complete the Summary Claim Form. The summary claim form will be populated from the data submitted by student. **Note: the Summary Claim Form for Textbook Reimbursement is also located in the Application Center under Data Transfer. An entry into the claim form cannot be made until student data has been submitted.**

## Collection Window

The **required collection period** begins **October 1, 2009**, through **October 30, 2009 12:00 p.m. (EST)** which is the final collection date. During this time you are required to submit a file and review the processing results for errors. The file may be in any of the formats contained in this document and must contain all the fields in the order described. **In addition, the STN number must exist in the STN Lookup in the Application Center.** If there are errors or inaccuracies you may correct the data file and resubmit the file until the end of the day of the final collection date. You are required to review the reports that are provided for you under Data Verification>Reports and should be approved by the responsible person(s). The **signoff period** will begin on October 16, 2009 and last until October 30, 2009. Data Transfer, Input form, and Reports will continue to be available during this period.

The required **signoff only** period begins **November 2, 2009 8:00 a.m. (EST)** and will end **November 9, 2009 8:00 a.m. (EST)**. The Office of School Finance requires the **Textbook Reimbursement Claim Form be signed by the Superintendent and Claim Preparer** and mailed to their division (see reference section for address). Click on Data Transfer, Textbook Reimbursement Claim Form, then printable view for the report with a signature line and mailing address. The signed report should not be altered in any way. The report must reflect the report totals in the Application Center. **Any corrections or additions** to the DOE-TB data after returning the printed report will require another **signed and returned** report.

## Textbook Reimbursement

| Field Order | Fieldname Description     | Length | Data Field Specification and Requirements   | Notes                                |
|-------------|---------------------------|--------|---|--------------------------------------|
| 1           | Student Test Number (STN) | 9      | Official Student Test Number (STN) assigned to student<br><br><b>Required Field:</b> Yes                              | The STN must exist in the STN Lookup |
| 2           | Living with Parent        | 1      | Student lives with Parent or Guardian<br><br><b>Allowable values are:</b><br>Y or N<br><br><b>Required Field:</b> Yes |                                      |

## Textbook Reimbursement (DOE-TB)

Version 07.23.09

| Field Order | Fieldname Description                            | Length | Data Field Specification and Requirements   | Notes   |
|-------------|--|--------|---|---|
| 3           | Grade Level                                      | 2      | <p><b>Allowable values are:</b></p> <p>KG = Kindergarten<br/> 01 = Grade 1<br/> 02 = Grade 2<br/> 03 = Grade 3<br/> 04 = Grade 4<br/> 05 = Grade 5<br/> 06 = Grade 6<br/> 07 = Grade 7<br/> 08 = Grade 8<br/> 09 = Grade 9<br/> 10 = Grade 10<br/> 11 = Grade 11<br/> 12 = Grade 12<br/> 13 = Grade 12+/Adult</p> <p><b>Required Field:</b> Yes</p> | <p>Pre-Kindergarten (PK) students are <u>NOT</u> reported for Textbook Reimbursement.</p> <p><u>Grade 12+/Adult:</u> These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-TB.</p> <p>Eligible Grade 12+/Adult (13) that can be reported on the DOE-TB will be COUNTED in Grade 12. Schools should report Textbook reimbursement for students being educated in grades K-12.</p> |
| 4           | TANF or Food Stamp Case Number                   | 16     | <p><b>Allowable values are:</b></p> <p>0-9, A-Z<br/> Blank</p> <p><b>Required Field:</b> Yes</p>  | <p>Example:<br/> 1010003333ADCR02 for TANF<br/> 101003333FS02 for Food Stamps</p> <p>Blank when Social Security supplied in field 5 or field 7=Y</p>  |
| 5           | Social Security Number of Adult Household Member | 9      | <p><b>Allowable values are:</b></p> <p>0-9<br/> Blank</p> <p><b>Required Field:</b> Yes</p>   | <p>Parent or Guardians Social Security Number</p> <p>Blank when TANF or Food Stamp number supplied in field 4 or field 7=Y</p>  |
| 6           | Free/Reduced Meals                               | 1      | <p>Does the student qualify for Free or reduced meals?</p> <p><b>Allowable values are:</b></p> <p>Y or N</p> <p><b>Required Field:</b> Yes</p>  |   |
| 7           | No SSN   | 1      | <p>The Parent or Guardian <u>does not</u> have a Social Security Number.</p> <p><b>Allowable values are:</b></p> <p>Y or N</p> <p><b>Required Field:</b> Yes</p>  | <p>Y = Yes, field 5 <u>does not</u> contain the SSN</p> <p>N = No, field 5 contains the SSN</p>   |
| 8           | School Number                                    | 4      | <p>State Assigned School ID</p> <p><b>Required Field:</b> Yes<br/> Optional for Public schools<br/> Required for nonpublic schools</p>  | School building where the student is located.   |

## References:

STN Calendar  
Definitions and instructions (Supplied by the Office of School Finance)  
Indiana School Laws and Rules

Mailing Address for the **Report of Textbook Reimbursement for the 2009-2010 School Year**  
Office of School Finance  
151 West Ohio  
Indianapolis, IN 46204-2798

**Example Data File Formats**

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

**Comma Delimited Format**

000106001,Y,KG,1010003333ADCR02,333563333,Y,N,0001

**Positional Format**

000106001YKG1010003333ADCR02333563333YN0001

**XML Format****Format excluding the school number**

Note : The corporation number <Corporation Id > is an additional field on all XML Files and is required.

```
<XIF_TBData>
  <Corporation Id="">
    <Student STN="">
      < Grade="" LiveParents="" />
      <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
    </Student>
  </Corporation>
</XIF_TBData>
```

**Format including the school number**

```
<XIF_TBData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        < Grade="" LiveParents="" />
        <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
      </Student>
    <School Id="">
  </Corporation>
</XIF_TBData>
```

**CHANGE HISTORY**

The following section contains a history of changes made to the DOE-TB Data layout from the prior version.

| Version  | Change History   |
|----------|--|
| 07.23.09 | Due dates changed for 09-10 collection<br>Removed fields 2 and 3, student last and first name to reduce data redundancy<br>Field 4, updated field numbers in notes<br>Field 5, updated field numbers in notes<br>Field 7, updated field number in notes<br>References, updated name and mailing address for Office of School Finance<br>Comma, Positional, and XML formats updated to include appropriate field length |
|          | <b>Start of 09-10 Collection</b>   |
| 08.18.08 | Instructions changed for clarity<br>Due dates changed for 08-09 collection<br>Message Center changed to Data Verification<br>Mailing address and name change made in Reference Section.  |
|          | <b>Start of 08-09 Collection</b>   |

| Version  | Change History  |
|----------|---|
| 08.01.07 | Due dates changed for 07-08 collection<br>Trial period removed<br>Instructions changed for collection period and signoff period |
|          | <b>Start of 07-08 Collection</b>  |
| 08.16.06 | Layout changed to include optional school number. Formats changed to include school number.                                     |
| 05.30.06 | Dates changed for 06-07 collection year. Instructions for submitting student data to populate part I                            |
|          | <b>Start of 06-07 Collection</b>  |
| 09.27.05 | XML changed.  |
| 08.11.05 | Audience section includes Freeway schools.  |
| 07.21.05 | This is the Original Collection Document for the STN Application Center.  |
|          | <b>Start of 05-06 Collection</b>  |
|          | The requested information was provided on diskettes supplied by the Division of School Finance.                                 |